Tasking Memorandum No. *00-96*
Memorandum For DEFENSE CONTRACT MANAGEMENT DISTRICTS
Subject: Equipment Replacement
Date: January 18, 2000
Suspense Date: February 15, 2000
Target Audience: District Offices of Administration Management and Telecommunications Services, and CAO Management Support Offices

Requirement(s):
- Districts are under the purview of DLAI 4500.36, Management Acquisition and Use of DLA Operating Equipment.
- DLAI 4500.36 requires replacement plans for all equipment in the inventory, including operating equipment and systems furniture. This is critical in order to ensure that the equipment budget requirements are included in the annual and POM budget cycles.
- In order to develop a replacement plan, the equipment inventory baseline must be identified.
- The attachment to this memorandum is a worksheet to be used to inventory equipment currently on hand; the worksheet also provides a place to list equipment not on hand but currently needed.
- Districts should collect the information requested in the basic inventory worksheet for review and analysis. Equipment requirements identified in accordance with this datacall will be considered in the FY 01 Business Plan budget negotiations.
- CAOs should submit equipment inventory worksheets directly to the respective District POCs listed below NLT February 15, 2000.
- All questions regarding this matter should be referred to your District HQ Equipment Managers, or the Equipment Replacement Team Leader, Mr. Dave Noyes.
- The PLAS process code for this activity is 211.

Points of Contact for Further Information:
DCMDE: Dave Noyes, Chief, Office of Administration Management
Phone: (617) 753-4320, DSN 955-4320. Email: dnoyes@dcmde.dla.mil

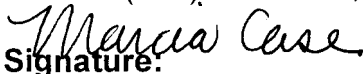DCMDW: Walter Morris, Group Leader, Administration Management
Phone: (310) 900-6145, DSN 972-6145. Email: wmorris@dcmdw.dla.mil

DCMDI: Sharon Chapman, Admin Officer,
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HQ DCMC: Lisa LeGrand, Resource and Organizational Management (DCMC-BA)
Phone: (703) 767-2449, DSN 427-2449. Email: Lisa-LeGrand@hq.dla.mil

Signature:
MARCIA CASE
Director
DCMC Resource and Organizational Management

Attachment
    Inventory Worksheet

QUIPMENT DATA
AO Org Symbol and Org Title:

ACQUIRED DATE MM	YY	ACQ STATUS	FROM MM	YY	TO MM	YY	Annual $ COST	Equip ID	# TEAM / MEMBER SUPPORTED	Brand/Model/ PART NUMBER	Serial Number	Inventory Control/ Asset Number	STREET	CITY	STATE	PROVINCE/ COUNTRY	DCMC
12	99	O					150	A	3	HP C4220	1234567		123 AUBURN ROAD	KANSAS CITY	MO	USA	E
10	00	L	10	00	10	01	500	D	3	Panasonic C102	9999999	R5678	10223 TREE LANE	OAKLAND	CA	USA	W
04	00	O					800	A	10	HP MC-1	ZZIC123		NNM SHEMEN DRIVE	REAUDE		SAUDI ARABIA	I
04	89	O	N/A		N/A		4,100	I	1	Herman Miller	N/A		123 Harbor Drive	San Diego	CA	USA	W
		R	10	00			200	B	1	HP Color	N/A	N/A	123 Harbor Drive	San Diego	CA	USA	W

nation of Codes:

Status

O	DCMC owned	
L	DCMC leased (Complete From & To (columns D - G))	
R	Requested (Complete column D - E for date required)	
E	Employee owned	

quipment ID

A	Projector
B	Printer
C	Copier
D	Facsimille Unit
E	Typewriter
F	Pager
G	Phone
H	Phone System
I	Work Station / Chair-Desk-Cubicle (NO MODEL / SERIAL NUMBER REQUIRED)
I	
J	
K	
L	
M	
N	
O	
P	
Q	
R	